



POLICY NO.: G-1
DATE ADOPTED: NOVEMBER 6, 1996;
UPDATED: SEPTEMBER 19, 2012

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Use of Town Common and Bandstand

Purpose: The Town agrees to establish a policy for the use of the Town Commons and Bandstand.

Policy: The Office of the Town Administrator, or their designee, will coordinate scheduling of the use of the Town Commons and Bandstand with the Parks Commission and the Town Common and Bandstand Use Advisory Committee. The Office of the Town Administrator, or their designee, will maintain a log of scheduled events and will provide the Town Common and Bandstand Use Advisory Committee and the Parks Commission with requests for the use of the Commons and bandstand to seek comments and recommendations prior to approving events. The Office of the Town Administrator shall coordinate scheduling required maintenance and use preparation activities with the Department of Public Works.

All requests for use of the Town Commons and Bandstand shall be submitted on a form acceptable to the Parks Commission, the Town Common and Bandstand Use Advisory Committee and the Town Administrator's Office.

The use of the Town Common and the Bandstand shall be free; these are community facilities and should be used by groups and members of the community. Donations will be accepted by users of the commons or bandstand, and will be deposited in a gift account under the auspices of the Selectmen as allowed under provisions of G.L. c 44§ 53A to be used to offset the expense of maintaining and operating the facilities in conformity with action taken by the Board of Selectmen at a duly held meeting of July 10, 1996 that established a Town Common and Bandstand Gift Account in conformity with the provisions of G.L. c44§ 53A for gifts and donations for the maintenance and repairs of the Town Commons and Bandstand to be expended without further appropriation and that the Bandstand Committee to expend funds from gift account, subject to the approval of the Town Administrator for purchases up to \$2,000 for goods and services necessary to maintain, repair and improve the town Commons and Bandstand, provided that the Board of Selectmen shall approve any and all single purchases of goods and services in excess of \$1,000 prior to the obligation of funds. The gift account funds shall not be used for wages, salaries, or other personnel costs, including the

cost of private detail police officers and electricity costs of the Town Commons and Bandstand. The Town Administrator will seek the advice of the Parks Commission and the Town Common and Bandstand Use Advisory Committee prior to approving the expenditure of funds from the gift account.

For-profit uses of the facilities that require admission charges will not be allowed.

Non-profit and community groups may use the facilities for fund raising activities.

Sale of food and beverages by vendors and fundraisers must be approved in advance by the Parks Commission, or by the Town Common and Bandstand Use Advisory Committee for concert events. All for-profit vendors must be licensed by the Board of Selectmen and have local and state permits and licenses. Fundraisers and vendors of food and beverages shall be responsible for trash pick-up and disposal.

Parking permission shall be sought on an annual basis from the First Congregational Church, Our Lady of Good Counsel R.C. Church and Fay Brothers Funeral Home for use of these parking lots for Town Common and Bandstand events, when such events do not conflict with church and funeral home use of the lots. The Office of the Town Administrator, or his designee, shall notify the respective parking lot owners of requests for the use of the commons and bandstand prior to approving such events to ensure the availability of parking for the event.

The Office of the Town Administrator, or his designee will contact the municipal insurance agent to ensure that the municipal property and casualty insurance policies provide public indemnification for use of the facilities, including the private parking lots when in use by the members of the public for approved commons and bandstand events

